

ROLODEX®
ELECTRONICS

RF-8013

Personal Organizer

User's Guide
www.franklin.com

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Cautions

- Do not carry the organizer in the back pocket of your slacks or trousers.
- Do not drop the organizer or apply excessive force to it.
- Do not subject the organizer to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the organizer to malfunction.

Getting Started

Before you turn the unit on for the first time, you must perform a system reset. **Warning!** A system reset erases any user-entered information and clears all settings. Pressing the reset button with more than light pressure may permanently disable your organizer.

1. Use a thin, pointed object (e.g., a straightened paper clip) to press the reset button on the back of the organizer.

Caution: Do not use an object with a breakable tip.

2. Tap **ENTER** to confirm the reset.

Memory available flashes briefly and the unit goes to the Home Time screen.

Note: If you accidentally depress the reset button at any time, DO NOT tap **ENTER**. Tap any other character instead. This stops the unit from resetting and prevents any entered data from being lost.

Understanding the Display

Several screen prompts and icons appear on the top and either side of the display. These indicate active states and perform no function when tapped.

Function keys appear as icons printed on a strip at the bottom of the screen. Tap these to access different functions such as the Clock, Phone books, Calculator etc.

There are two keypads – alphabet and numeric. The **2nd** key toggles between the two keypads. The direction arrows and **SPACE** key are common to both keypads, but other “soft” keys (keys that appear on the display) are unique to one keypad or the other.

Function Keys

2nd Toggles between the two keypads.



Cycles between Home Time, World Time, Alarm and Timer.



Toggles between the Personal and Business phone books.



Toggles between the Schedule and Memo books.



Cycles between Keyboard Wiz, Memory and Chance.



Cycles between the math Calculator, Calorie Calculator, Currency Converter, Euro Converter and Metric Converter.



Scroll through menu options, records, world cities and conversions. Do Tip/Discount calculations.

ENTER Selects an item. In the Calculator, performs a calculation.

Common Keys

These appear on both the alphabet and numeric keypads.



Move the cursor in the indicated direction.

SPACE Inserts a space.

Alphabet Keypad Keys

INS Allows characters to be inserted when editing a record.

CAP Toggles between typing capital and lower case letters.

SYM Cycles through the available symbols.



EDIT Starts the edit mode.

DEL Deletes a character at the cursor.
Deletes a record.

Numeric Keypad Keys

Tap the **2nd** key to see these options.

12/24 Toggles between 12- and 24-hour time displays in the clocks.


DST	Turns DST on or off.
AM/PM	Toggles between a.m. and p.m.
MENU	Goes to the Setting menu.
	Goes to the password entry screen.
	Turns the keytone on or off.
AC	Clears the calculator.
CE	Clears the most recent entry in the Calculator.
M+	Adds the number on the screen to the Calculator memory.
M-	Subtracts the number on the screen from the number in the Calculator memory.
MRC	Shows the number stored in the Calculator memory.

Important Information

Auto-Shut Off

When none of the keys have been tapped for approximately five minutes, the organizer automatically turns the power off to save the battery. Press **ON/OFF** to resume. The actual life of the battery depends on the usage.

Keytone

The keytone is the beep that sounds when any key is tapped. To turn the keytone off or on, touch  on the numeric keypad.

Typing Capitals and Lower Case Letters

Tap **CAP** in the alphabet keypad to toggle between entering capital and lower case letters. When the capitals keypad is selected, **CAPS** appears to the top right of the display.

Symbols and Accents

From the alphabet keypad, you can enter 31 different symbols such as \$, £, ¥ etc. Tap **SYM** repeatedly in any data entry screen to cycle through the available symbols. You can also enter accented characters such as É, é, À, à, ç etc. To do this, tap **SYM** and then tap the letter you want repeatedly to cycle through the available accents.

Using the Menu

The MENU key is available on the numeric keypad. The Menu allows you to select a language, choose a date display, check available memory,

start a PC-Link (if you have the optional PC Sync program) and adjust screen contrast. You can access the Menu only from the Clock, Phone books, Schedule or Memo. To use the menu, do the following.

1. Tap **MENU** on the numeric keypad.
2. Tap \vee or \wedge to cycle through *LANGUAGE?*, *DATE SET?*, *MEMORY CHECK?*, *PC-LINK?* and *CONTRAST?*.

3. Tap **ENTER** when you see the one you want.
When you select *MEMORY CHECK*, the available free memory flashes on the screen and you return to the screen you were previously viewing.

When you select *PC-LINK*, the connecting process begins. **Note:** This option is only active when your unit is connected to your PC and you have the PC Sync program installed and open on your PC.


4. Tap \vee or \wedge to cycle through the available Language and Date display settings.
LANGUAGE options are *ENGLISH*, *NEDERLANDS* (Dutch), *PORTUGÊSES* (Portuguese), *ITALIANO* (Italian), *DEUTSCH* (German), *FRANÇAIS* (French) and *ESPAÑOL* (Spanish).
DATE SET options are *YYYY/MM/DD*, *MM/DD/YYYY*, *DD/MM/YYYY*.

Note: Use ▼ / ▲ to adjust the contrast.



5. Tap **ENTER** when done.

Using the Clocks



Using  , you can set Home Time, view local times in 45 cities around the world, set Alarms and use the Timer. **Note:** You must set Home Time before viewing World time or using the Schedule, because World Times are based on Home Time.

Setting Home Time

You can select daylight savings time and the time format you want. To do this, tap  , tap **2nd** and then tap **DST** for daylight savings time or **12/24** for the 12- or 24-hour time format. When you turn DST on,  appears to the right of the display. When you select the 12-hour format, *A* or *P* appears to the left of the time to indicate a.m. or p.m. You can change the a.m./p.m. setting when setting the time.

To set Home Time, do the following.



1. Tap .



to the left of the display indicates Home Time.

2. Tap **EDIT**.

The cursor flashes under the first letter of the city abbreviation.

3. Enter a city abbreviation of your choice, or tap ∇ / \wedge to cycle through the available names.

The city name you enter can have a maximum of six letters.

4. Tap ▼ to go to the date field.

If you enter a six letter name, the cursor automatically goes to the date field.

5. Enter the date.

The date display depends on your selection in *DATE SET* in the Menu.



6. Set the time.



If you selected the 12-hour time format, tap **AM/PM** for the time you want.

7. Tap **ENTER** to save your settings.

Viewing World Time




1. Tap  until you see  to the left of the screen.


2. Tap  or  to view the date and time in the list of available cities.

CITY	ABBREVIATION	CITY	ABBREVIATION
LONDON	LON	SINGAPORE	SIN
LISBON	LIS	TOKYO	TYO
PARIS	PAR	ADELAIDE	ADL
BERLIN	BER	SYDNEY	SYD
ROME	ROM	GUAM	GUM
AMSTERDAM	AMS	NOUMEA	NOU
BARCELONA	BCN	WELLINGTON	WLG
MADRID	MAD	AUCKLAND	AKL
BRUSSELS	BRU	TONGA	TNG
HELSINKI	HEL	MIDWAY ISLANDS	MID
CAIRO	CAI	HONOLULU	HNL
MOSCOW	MOW	ANCHORAGE	ANC
RIYADH	RUH	LOS ANGELES	LAX
TEHRAN	THR	DENVER	DEN
DUBAI	DXB	CHICAGO	CHI
KABUL	KBL	NEW YORK	NYC
KARACHI	KHI	TORONTO	YYZ
DELHI	DEL	CARACAS	CCS
DHAKA	DAC	RIO DE JANEIRO	RIO
YANGON	RGN	MID ATLANTIC	MAT
BANGKOK	BKK	FERNANDO DE NOAH	FER
BEIJING	BEI	AZORES ISLANDS	AZO
HONG KONG	HKG		


Setting the Alarms

You can set three alarms: a daily alarm indicated by ((●)), an hourly chime indicated by , and a schedule reminder indicated by ((/)).

The daily alarm sounds for 60 seconds. Tap any key to turn it off. The hourly chime beeps for one second on the hour, every hour. To set the alarms, do the following:

1. Tap  until you see *ALARM* on the screen.
2. Tap **EDIT**.

You see the *ALARM SET* screen.

3. Tap  repeatedly to cycle through the available alarms.


The icons of the different alarms appear to the right of the display.

4. Tap the number keys to enter the time.
5. Tap **ENTER** to store your setting.

Using the Timer

You can use your organizer as a Timer. To set the Timer, do the following.



1. Tap  until you see *TIMER* on the screen.
2. Tap the number keys or use ▼ / ▲ to input the time you want.
Use ◀ / ▶ to move the cursor.
3. Tap **ENTER** to store your setting.


The Timer will beep at the appointed time no matter where you are in the organizer.


Tap any key to stop the beeping.

Using the Phone, Schedule and Memo Books

Entering a Phone Record

Your organizer has two phone books: *PERSONAL* and *BUSINESS*. Each book has the following fields: *NAME*, *ADDRESS*, *PHONE#*, *FAX#*, *CELL#*, *E-MAIL*, *URL* and *NOTE*. To enter a phone record, do the following:

1. Tap  once for the *PERSONAL* phone book.

Tap  twice for the *BUSINESS* phone book.

2. Type a name.

The display automatically goes to the *NAME* field.

3. Tap ▼ / ▲ to go to the fields you want and enter data.

The keypad automatically changes from the alphabet to the numeric in the fields where you need to enter numbers.

4. Tap **ENTER** when done to store your record.
STORED! Appears on the display.

Entering a Schedule or Memo



SCHED

toggles between the *SCHEDULE* and *MEMO* books. In a schedule record, you can enter the task, the date and the time. To enter a schedule record, do the following.

1. Tap  .

2. Start entering your task.

You can enter a maximum of 36 characters.

Tap ▼ / ▲ to move between the fields.

3. Enter the date and time.

4. Tap **ENTER** to store your record.

To enter a memo, do the following.



1. Tap **SCHED** until you see *MEMO?* on the screen.

2. Enter your memo.

You can enter a maximum of 36 letters on the first line.

You can enter a maximum of 36 numbers on the second and third lines.

Tap the arrow keys to move between the lines.

3. Tap **ENTER** to store your record.


Searching and Viewing Records

Telephone and memo records are sorted alphabetically. Schedule records are sorted chronologically.






1. Tap **TEL** or **SCHED** to find the book you want.



2. Tap ▼ / ▲ to scroll through your records.


You can also enter the first few letters of your record and then tap  to go directly to the record.

3. Use  /  /  /  to view your records.

The arrows next to the display indicate which ones to use.

Note: In a Phone record, the name and home and fax numbers are initially displayed. Tap  repeatedly to see the address, e-mail, URL and note fields. If the data in the first field exceeds 12 characters, tap  /  to scroll and read all the entered data.

Autoscrolling is available when viewing telephone records. Tap and hold  or  for about 3 seconds to start autoscrolling. Tap the arrow again to stop. Tap **CE** to exit the scrolling mode.

Tap  to see the Cell phone number. Press it again to return to the Home/Fax numbers.

Editing Records

1. Find the record you want to edit.
2. Tap **EDIT**.

3. Tap  /  /  /  to move the cursor to the characters you want to edit.
Tap  /  to move to the field you want.
4. Enter your edits and tap **ENTER** to store them.

Deleting Records





1. Find the record you want to delete.
2. Tap **DEL**.
DELETE? appears on the screen.
3. Tap **ENTER** to delete.
Tap any other key to cancel the deletion.

Password Protection


You can lock the data in your Telephone, Schedule and Memo books by setting a password. **Note:** You can use all the other features in this organizer without the password.


Warning! Please keep written records of your data. If you forget your password, you will not be able to recover any of the data stored in your handheld organizer. To bypass the password, you will have to perform a system reset, which will clear the password but will also erase all the data stored in memory.

Setting a Password

1. Tap  or  .
2. Tap **2nd**.
3. Tap  .
4. Enter a password of a maximum of six characters.
Tap **2nd** to toggle between the alphabet and numeric keypads.
5. Tap  on the numeric keypad or tap **ENTER** to store your password.

Storing Confidential Data

You must enter a password before you can store confidential data. Make sure  is not displayed on the screen before you begin to enter your confidential data.

1. Select the book you want.
2. Enter your record.
3. Before you store it, tap  .
4. Tap **ENTER** to store your data.

Viewing Confidential Data




1. Select the book you want.

2. Tap **2nd** and then tap .

3. Enter your password.


4. Tap  again.

 appears.


Tap    to scroll through your confidential-records.

Changing the Password

1. Tap  or .


2. Tap **2nd** and then tap .

3. Tap **EDIT**.

4. Enter the new password and tap  again to store the password.

Don't enter a password and press any key to delete the existing password.

Using the Calculator

Tap  to cycle through a math Calculator, Calorie Calculator, Currency Converter, Euro Converter and Metric Converter. The Tip/Discount calculator is also available from the math Calculator.

Making a Calculation



1. Tap **CALC** once.

The numeric keypad appears.

2. Enter the numbers you want.

You can enter a maximum of 10 digits.

3. Tap **+**, **—**, **x** or **÷** to perform an addition, subtraction, multiplication or division.

Tap **√** to calculate the square root.

4. Enter another number.

5. Tap **=** or **ENTER** to do the calculation.

Tap **%** to calculate the percentage.

Tap **AC** to clear the calculator.

Using the Calculator Memory

1. In the Calculator, make a calculation or type a number.

2. Tap **M+** to add the number on the screen to the Calculator memory.

To subtract the number on the screen from the number stored in memory, tap **M-**.

M appears on the screen to indicate the number is stored in memory.


3. To retrieve the number from memory, tap **MRC** once.

To clear the memory, tap **MRC** twice.


Using the Tip/Discount Calculators

Before calculating a tip or discount you must first set the percentage you want. The default percentage is 15%.

Setting the Percentage

1. Tap  CALC once to see the calculator.
2. Tap \wedge (\$) or \vee (%).
3. Tap \wedge (\$) or \vee (%) again to edit the percentage.
4. Enter the new percentage.
5. Tap **ENTER** to store the new number.







Calculating the Tip or Discount

1. Tap  CALC once to see the calculator.
2. Enter the amount of the bill.
Or enter the price of an item.
3. Tap \wedge (\$) to see the gratuity due.
Tap \vee (%) to see the discount amount.

4. Tap \wedge (\$) again to see the sum of the bill plus the gratuity.
Tap \vee (%) again to see the sum of the item minus the discount.

Counting Calories



1. Tap  until you see the Calorie Calculator. When there are no stored records, you see *NO DATA!* on the screen. When records are stored, you see the first record.
2. Tap **INS**.
3. Tap \vee / \wedge to cycle through the list of available foods or tap the first letter of the food you are searching for. Stop when you see the one you want.
Tap  /  to scroll across the screen and read all the text.
4. Tap  and enter the date.
5. Tap  and enter the time.
You can tap **AM/PM** to enter the proper time of day if you previously selected the 12-hour time display format.
6. Tap .

The unit for the food you selected will appear.

7. Enter the relevant number.

For example, if the food is Pizza, enter the number of slices.

8. Tap **ENTER**.

The latest record is displayed on the screen.

Getting a Report



1. Tap **CALC** until you see the Calorie Calculator.
2. Tap **R** on the alphabet keypad.
3. Enter the begin and end dates.

Use ▼ / ▲ to move between the fields.

4. Tap **ENTER** to see the report.

Press ▼ repeatedly to scroll through the daily reports.

5. Tap **CE** when done to exit the report mode.

Viewing and Deleting Records



1. Tap **CALC** until you see the Calorie Calculator.
2. Tap ▼ / ▲ to scroll through your records.
3. When you see the record you wish to delete, tap **DEL**.






4. Tap **ENTER** to delete the record.

Tap any other key to cancel the deletion.

Using the Currency Converter

You must first set currency rates before doing currency conversions. There are 5 rates you can set.




Setting a Rate

1. Tap  until you see *USD* → *EURO* on the screen.
CALC
2. Use    to find the conversion set you want to edit.
3. Tap **2nd** to go to the alphabet keypad and tap **EDIT**.
4. Enter a maximum of four letters for the currency you want.
5. Tap  to move the cursor to the next currency and enter the letters for that currency.
6. Tap **ENTER** to go to the rate field.
7. Enter a new rate.

Note: The rate you set must equal 1 unit of the first currency. For example, if your first currency is *USD* and the second *YEN* the rate you set will be 133.61 or whatever is the current exchange rate.

8. Tap **ENTER** to store the new settings.

Doing Currency Conversion

1. Tap  until you see *USD* → *EURO* on the screen.
2. Use  to find the conversion set you want.
Use  to change the direction of the conversion.
3. Enter the amount to be converted.
4. Tap **ENTER** to get the result.
5. Tap **CE** to clear the converter.

Using the EURO Converter

Use the EURO converter for conversion between the Euro and 12 national currencies. The built-in rates are those adopted by the Council of the European Union for the 12 participating countries. These rates cannot be edited in accordance with the rounding regulations set by the European commission. Rates are set as follows:

EURO CONVERSION TABLE	
1 EURO	1 EURO
= 40.3399 BEF (Belgian Francs)	= 40.3399 LUF (Luxemburg Francs)
= 1.95583 DEM (German Marks)	= 2.20371 NLG (Dutch Guilders)
= 166.386 ESP (Spanish Pesetas)	= 13.7603 ATS (Austrian Shillings)
= 6.55957 FRF (French Francs)	= 200.482 PTE (Portuguese Escudos)
= 0.787564 IEP (Irish Pounds)	= 5.94573 FIM (Finnish Marks)
= 1936.27 ITL (Italian Lire)	= 340.750 GRD (Greek Drachma)

To use the Euro converter do the following.



1. Tap **CALC** until you see *EURO* → *ATS* on the screen.

The rate is displayed to the bottom right of the screen.

2. Use ∇ / \wedge to find the conversion you want.






Use $\blacktriangleleft / \blacktriangleright$ to change the direction of the conversion.

3. Enter the amount you want to convert.
4. Tap **ENTER** to do the conversion.
5. Tap **CE** to clear the converter.

Using the Metric Converter

There are eight built-in conversions.

inch	↔	cm
yd	↔	m
mile	↔	km
F°	↔	C°
ft	↔	m
oz	↔	g
lb	↔	kg
gal	↔	l US
gal	↔	l UK

1. Tap  until you see *inch*→*cm* on the screen.
2. Use  /  to find the conversion you want.
Tap  or  to change the direction of the conversion.
3. Enter the numbers you want.
4. Tap **ENTER** to do the conversion.
5. Tap **CE** to clear the converter.


Playing the Games

There are 3 fun games to choose from:
KEYBOARD WIZ, *MEMORY* and *CHANCE*.

Keyboard Wiz

This game tests your knowledge of the alphabet keypad and your reflexes! Letters race across the display. The object of the game is to tap the letter that races across the screen. There are 20 levels of speed.




1. Tap  until you see *KEYBOARD WIZ* on the screen.
2. Tap **ENTER** to play at level one or enter a number from 1-20 and then tap **ENTER**.
3. Tap the letter that is leftmost on the screen.

If you tap the correct letter, it disappears. Once 12 characters are displayed, the game is over.

Memory

As the name suggests, this game tests your memory. The game has four levels with increasing sets of hidden numbers.



1. Tap  until you see *MEMORY* on the screen.
2. Use \vee/\wedge to cycle through the levels until you find the one you want.
3. Tap **ENTER** to start the game.

4. Tap the direction arrows to move to a hidden number and tap **ENTER** to see it.

The number on the cursor is revealed.

Continue doing this until you find matching numbers.

The object of the game is to find all the matching number sets. When you reveal two similar numbers one after the other, both numbers stay revealed, otherwise the numbers remain hidden. When all the numbers are revealed, the game is over.

5. Press **ENTER** or **CE** to play another round.

Chance

You can have the unit select a maximum of 9 numbers from the range of 1-99.



1. Tap  to select *CHANCE*.

You see the message *Set#(1-9)* and the number 6 flashes to indicate that this can be changed.

2. Tap **ENTER** to select 6 or enter any number from 1-9.

For example, enter 5.

3. Tap **ENTER** again.

You can now select your highest number which must be equal to or less than 99.

4. To select a maximum number, enter a new number.

For example, enter 75.

5. Tap **ENTER** to see the numbers.

You will see five numbers in the 1-75 range.

6. Tap **ENTER** repeatedly to see new sets of numbers.

7. Tap **CE** to clear your selections and start again.

Replacing the Battery

This organizer uses 1 CR2032, 3-volt lithium battery. Before you follow these steps you should have a small Phillips screwdriver (one that fits into screws with an "X" notch) and the new battery at hand.

Warning! When no batteries are installed, this organizer will save your information for only about 30 seconds. So quickly install the new battery once you remove the old one.

1. Turn the organizer off and turn it over.
2. Use a Phillips screwdriver to remove the screw on the battery cover and then remove the cover.

3. Remove the old battery and insert the new one with the positive (+) side facing up.
4. Replace the battery cover.

Warning! If *RESET?* appears when you next turn on the organizer, do not tap **ENTER** unless you want to reset the organizer and erase all your entered information. Tap any other key instead.

Keep Written Copies of Important Data

This organizer stores your information as long as the battery supplies power.

Warning! If the battery loses power or is removed, all your information will be lost. Information can also be lost or corrupted if you make a mistake while operating this organizer. Therefore, always keep written copies of your important information in case it is corrupted or lost.

Specifications

Model: RF-8013 *Personal Organizer*

Size: 7.87 x 10.8 x 1.02 cm

Weight: 70.8 g

Battery: 1 CR-2032 lithium

Storage capacity: 96K

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Cleaning this Product

To clean this product, spray a mild glass cleaner onto a cloth and wipe its surface. Don't spray liquids directly onto the unit. Don't use or store your organizer in extreme or prolonged heat, cold, humidity, or other adverse conditions.

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<p>This unit may change operating modes due to Electro-static Discharge. Normal operation of this unit can be re-established by pressing the reset key, ON/OFF or by removing/replacing batteries.</p>

FCC Notice

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

NOTE: This unit was tested with shielded cables on the peripheral devices. Shielded cables must be used with the unit to insure compliance.

NOTE: The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

Limited Warranty (U.S. only)

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(C) WARRANTY SERVICE: UPON DISCOVERING A DEFECT, YOU MUST CALL FRANKLIN'S CUSTOMER SERVICE DESK, 1-800-266-5626, TO REQUEST A RETURN MERCHANDISE AUTHORIZATION ("RMA") NUMBER, BEFORE RETURNING THE PRODUCT (TRANSPORTATION CHARGES PREPAID) TO:

FRANKLIN ELECTRONIC PUBLISHERS, INC.

ATTN: SERVICE DEPARTMENT

ONE FRANKLIN PLAZA

BURLINGTON, NJ 08016-4907

IF YOU RETURN A FRANKLIN PRODUCT, PLEASE INCLUDE A NOTE WITH THE RMA, YOUR NAME, ADDRESS, TELEPHONE NUMBER, A BRIEF DESCRIPTION OF THE DEFECT AND A COPY OF YOUR SALES RECEIPT AS PROOF OF YOUR ORIGINAL DATE OF PURCHASE. YOU MUST ALSO WRITE THE RMA PROMINENTLY ON THE PACKAGE IF YOU RETURN THE PRODUCT, OTHERWISE THERE MAY BE A LENGTHY DELAY IN THE PROCESSING OF YOUR RETURN. WE STRONGLY RECOMMEND USING A TRACKABLE FORM OF DELIVERY TO FRANKLIN FOR YOUR RETURN.